



**École Steffie Woima Elementary School**  
4720 – 45 Ave.  
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Chinook's Edge Regional Division #73



*"We Are All Stars"*

August 25, 2020

Dear Parents and Guardians:

We are so excited to be welcoming all of our students and families back to school on September 1st. As was communicated in the [Chinook's Edge School Division Re-Entry Plan](#) shared with parents earlier this month, as a school, we are preparing to ensure that we have made every effort to create a safe environment for students to return to. This includes cohorting students to minimize contacts, installing sanitation stations at all entrances and in classrooms, planning for safe movement in our buildings and on playgrounds and following all the guidelines set out. Please know that we are here if you have any questions and that our goal is to provide a safe and rich learning environment for your child this year.

### **Staggered Entry to Start the Year**

As outlined in the CESD Re-Entry Plan, our school year will start with a staggered entry to allow for a thoughtful, safe and successful start by having half of the student population attend on alternating days from September 1 to 9. On September 10th, all students will attend school. September 11 is now a Staff Collaboration Day (no school for students), allowing us to reflect on our plan and make necessary adjustments prior to regular attendance the following week.

Attendance during this re-entry transition is based on the first letter of your child's last name: Students will be welcomed back in a staggered manner to assist with a seamless transition back to class. From September 1 to 9, we will have students attend based on the last name to keep siblings connected.

The schedule will be:

- Tuesday, September 1: Last names A-K
- Wednesday, September 2: Last names L-Z
- Thursday, September 3: Last names A-K
- Friday, September 4: Last names L-Z
- Tuesday, September 8: Last names A-K
- Wednesday, September 9: Last names L-Z
- Thursday, September 10: First day of classes for everyone
- Friday, September 11: No school. Organizational Day for staff to reflect and refine the re-entry plan (September 25 will no longer be a PD day in exchange)
- Monday, September 14: Regular classes resume

**Please note that Pre-Kindergarten and Kindergarten classes are unique situations and vary from this schedule.**

### **Daily COVID - 19 Screening Questionnaire**

As explained in the CESD Re-Entry Plan, all staff and students must complete the COVID-19 Screening Questionnaire each day before coming to school. We ask for your diligence with adherence to this guideline to keep everyone safe. [CLICK HERE - Screening Questionnaire Questions](#)

### **Student Drop Off and Pick Up**

In order to facilitate physical distancing and reduce congestion during student drop off and pick up, we have arranged times based on your child's last name. This will also help us ensure safety of students and manage the congestion in our entry ways, parking lot, boot rooms and hallways. ***As per guidelines, parents are not allowed to leave their cars or bring students up to or into the school.*** We will have staff supervising during these times to support this expectation and support students.

Upon arrival, students will enter the school through their designated door and go directly to class. Staff will be present at all exterior entrances and classrooms to ensure students use sanitizer before entering and exiting.

**We are asking parents to follow this schedule for morning drop off and afternoon pick up.**

<b>Last Name A to K</b>	<b>Drop Off : 8:20am - 8:30am</b> <b>Pick Up: 2:55pm - 3:05pm</b>
<b>Last Name L to Z</b>	<b>Drop Off: 8:30am - 8:40am</b> <b>Pick Up: 3:05pm - 3:15pm</b>

### **Parents, Visitors and Volunteers in the Building**

As per AHS, Alberta Education and CESD guidelines, parents, visitors and volunteers are only permitted in the building for a **specific purpose** and will not be permitted to enter the school during drop off and pick up times. We ask that you follow the protocol below when you need or are asked to come into the school.

# Welcome to Steffie Woima

All CESD schools are required to follow Alberta Health and Alberta Education Guidelines in relation to screening all visitors for COVID-19 prior to entry into our buildings . Please help us by:

1. **Completing the COVID Screening Questionnaire below.**
  - a. If you answer **YES** to any of the questions, you **CANNOT** enter the school at this time. Stay home and use the COVID -19 Self Assessment Tool on the AHS site.
  - b. If you answer **NO** to **all** of the questions, please proceed to the front doors and call 403 887-3088 and our staff will provide instructions to enter or a staff member will meet you at the door.
2. **Please put on a mask prior to entering.** If you do not have one, the office will provide a disposable one for you upon entry
3. **Please sanitize your hands at the Sanitization Station upon entry.**

*Thank you so much for your support and for following AHS guidelines to keep everyone safe.*

## Cohorts

Students will be kept in cohorts where possible. We will be staggering recesses and lunch recess to limit the number of students on our playground at one time. Music classes will be conducted in homerooms to limit movement throughout the building.

## New Registrations and School Tours

As per our guidelines, we will not be conducting regular school tours at this time. For new families who wish to have a personal tour, we ask you to call the school office and schedule a tour. These will occur after school to ensure the safety of our students.

## School Supplies

To ensure we meet AHS physical distancing guidelines, we have a process for students putting away and accessing their storage cubbies in the classroom.

Students are asked to bring their school supplies, labelled with their names, to school on their first day. Please put all labelled extra labelled pencils, pens, glue sticks, erasers etc. in a large ziplock bag with their name on it. The rest can go in their pencil case/box As parents are not permitted into the building, students carry their supplies in. If this needs to be done over two days due to the amount, that is fine.

## Physical Education

As per AHS and CESD guidelines, we will be running physical education classes outside whenever the weather permits. For this reason, please ensure that your child's outside shoes are appropriate for running and dressed for the weather!

## **Masks**

In compliance with our division and the Ministry of Education, students will not be required to wear masks in grades Pre-K to grade three. However, students in grades pre-k to grade 3 are welcome to wear masks should families choose to send them.

Some situations where students may wish to wear a mask include:

- receiving one on one help from a teacher or EA.
- going to the washroom where students will encounter others from outside their cohorts.
- receiving first aid at the office

As per AHS and Alberta Education guidelines, all staff and students in grade 4 to 6 have been **mandated** to wear masks when physical distancing is not possible in school. In our building, we will be asking students in grades 4 to 6 to wear their masks in classrooms, halls, bathrooms, the gym, on buses and on the playground where physical distancing cannot be maintained. Please note that we will be giving students breaks from mask wearing throughout the day whenever possible.

It is mandatory that students in grades 4-6 wear a mask. Students in grades 4 to 6 who do not follow this guideline will be sent home, a plan developed with the student and parents prior to return or an alternative learning environment can be considered. We know this will take some getting used to, however we must follow this Alberta government mandated guideline and do our part to ensure everyone's safety.

Alberta Education is providing every student with two reusable masks, which they will receive the first day of school. Of course, you can also provide them with their own masks. Students should have two masks at school at all times in case one gets dirty or wet, strings break, etc. Students will bring home their used mask at the end of each day to be washed. Please ensure they come to school with clean masks each day.

We have provided links in blue to help you set your child up for success for our new normal. To help prepare your child for wearing a mask, please start the process of practicing the [proper way to wear a mask](#), as well having them wear it for longer periods of time. The [AHS site](#) provides more information on this, as well as [physical distancing](#), [hand sanitizing](#) and [respiratory etiquette](#). Teachers will be spending significant time teaching these skills and the new expectations in place at school during the first few weeks of school. We appreciate your support with these expectations and in helping us keep all students and staff safe.

## **Hand Sanitizing**

Students must sanitize upon entering and leaving the school, entering or leaving their classroom and after washroom use.

### **Illness At School/Demographic Info Update**

If a child becomes ill at school or on the bus, they will be moved to an isolated sick room. As per Alberta Government's pandemic response, parents will be contacted and asked to pick up their child immediately. If the parent is unable to be contacted or is not available, the emergency contact will be notified to pick up the student. You will be receiving an email before school starts to update all your child's demographic information. Please ensure that you do this, including identifying if your child has a pre-existing condition that has symptoms like COVID-19. We will require a doctor's note for this.

I know that this is a lot of information as we begin our re-entry process. Safety of students, staff, and families is a top priority and we will continue to adjust the procedures and protocols as necessary. Relationships with our parents, our partners in education, as well as with our students continues to be extremely important to us and we are looking forward to reconnecting with you and welcoming our newest students and families. Teachers will be sending additional classroom specific information in the next few days. Please email or call us with any questions you might have as we begin the school year. Looking forward to seeing you soon!

Sincerely,

*Angela Eadie-Gyori*

Ms. Angela Eadie-Gyori  
Principal